



# City of Meriden, Connecticut

*Department of Human Resources*

**Josephine Agnello-Veley**  
*Director of Human Resources*

CITY HALL  
142 EAST MAIN STREET  
MERIDEN, CONNECTICUT 06450  
TELEPHONE (203) 630-4037  
FAX (203) 630-5882

**November 8, 2021**

## **VACANCY ANNOUNCEMENT PROMOTION/TRANSFER**

### **VACANCY:**

Grant & Finance Specialist – Health/Finance Department  
Full Time – 40-hour work week

### **WAGES:**

31I \$28.42 to \$41.05 per hr. (hired before 7/1/2003)  
\$28.42 to \$38.64 per hr. (hired after 7/1/2003)

### **NATURE OF WORK:**

Please Read Attached Job Description

### **QUALIFICATIONS:**

Bachelor's degree in finance or accounting or related field, an Associate's degree in finance or related field plus 3 years of progressively responsible experience in municipal accounting or finance including the use of computer applications or an equivalent combination of education and qualifying experience.

### **HOW TO APPLY:**

Apply online at <https://tinyurl.com/meridencareers> and you can e-mail your resumes/applications to [humanresources@meridenct.gov](mailto:humanresources@meridenct.gov). Walk-in applications are also available in the Human Resources Department, City Hall, 142 East Main Street.

**LAST DATE TO APPLY:** Wednesday, November 17, 2021

**E.O.E.**

## **Grant & Financial Specialist**

### **General Description**

This is varied and complex administrative work involving the performance of a wide range of financial, data processing, program administration and related office duties.

Work involves responsibility for providing a high level of financial and administrative assistance for a primary administrator.

Duties include preparing budgets, monitoring grant funds, using computer software to create and maintain financial records and preparing reports. This position also has the responsibility for making difficult accounting decisions. The work requires that the employee have good knowledge, skill and ability in municipal accounting procedures, computer applications and administrative techniques.

### **Supervision Received**

Works under the general supervision of the Director of Health and Human Services.

### **Examples of Duties**

Drafts budgets for unit operations or programs and control and accounts for expenditures within fund allocations.

May attend public hearings regarding budget and respond to questions and requests for additional information.

Administers departmental budgets, maintaining records on a computer.

Prepares a wide variety of reports containing detailed financial statistical information.

Extracts information from a computer database to meet special information needs. Drafts budgets for grant applications.

Maintains related computerized ledgers and prepares monthly and quarterly reports regarding the expenditure of grant funds.

## **Grant & Financial Specialist (continued)**

### **Examples of Duties**

Ensures the accuracy and completeness of employee records including evaluations, payroll and attendance records.

Performs office support functions including g maintaining office equipment, answering phones, typing correspondence and ordering and receiving office supplies.

May supervise lower level clerical staff.

Performs related work as required.

### **Knowledge, Skills and Abilities**

Considerable knowledge of accounting practices and principles as related to the use of federal, state funds and grants.

Good knowledge of the use of personal computers and proficiency in the use of accounting software applications.

Good ability to communicate orally and in writing and to coordinate technical and specialized operational and administrative activities.

Strong ability to administer policies and procedures including budgetary work, day-to-day problem solving and report writing.

Considerable ability to establish and maintain effective working relationships with co-workers, grant administrators, the State, other City departments and the general public.

Demonstrated abilities to use Excel and other budgetary programs.

### **Qualifications**

A bachelor's degree in finance or accounting or related field, an associate's degree in Finance or related field plus 3 years of progressively responsible experience in municipal accounting or finance including the use of computer applications or an equivalent combination of education and qualifying experience.